Assassination Records Review Board
Final Determination Notification

AGENCY : HSCA
RECORD NUMBER : 180-10068-10332
RECORD SERIES : STAFF PAYROLL RECORDS
AGENCY FILE NUMBER :

December 8, 1995

Status of Document: Postponed in Part

Number of releases of previously postponed information: 6
Reason for Board Action: The Review Board's decision was premised on several factors including: (a) the significant historical interest in the document in question; (b) the absence of evidence that the release of the information would cause harm to the United States or to any individual.

Number of Postponements: 2

Postponements: All the postponements in this document represent Social Security numbers.

Reason for Board Action: The text is redacted because the public disclosure of the redaction could reasonably be expected to constitute an unwarranted invasion of personal privacy, and that invasion of privacy would be so substantial that it outweighs the public interest.

Substitute Language: SSN

Date of Next Review: 2017

Board Review Completed: 10/24/95

JFK ASSASSINATION SYSTEM

IDENTIFICATION FORM

AGENCY INFORMATION

AGENCY : HSCA
RECORD NUMBER : 180-10068-10332

RECORDS SERIES :
STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

DOCUMENT INFORMATION

ORIGINATOR : HSCA
FROM :
TO :

TITLE :

DATE : 06/27/77
PAGES : 7

SUBJECTS :
HSCA, ADMINISTRATION
DAY, CLARENCE J.

DOCUMENT TYPE : PRINTED FORM
CLASSIFICATION : U
RESTRICTIONS : 3
CURRENT STATUS : P
DATE OF LAST REVIEW : 07/07/93

OPENING CRITERIA :

COMMENTS :
Box #:1.

[R] - ITEM IS RESTRICTED

DAY, Clarence

Name of Employee

Address

Address

Phone Number

Position Title

Position Number | Level | Step

OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES
PERSONAL LEAVE RECORD

1977

YEAR

DATE OF APPOINTMENT
6-27-77

PRIOR FEDERAL SERVICE	
Years	Months

ANNUAL LEAVE CATEGORY

- 1.0 ☐
- 1.5 ☐
- 2.0 ☐

BALANCE BROUGHT FORWARD FROM PRECEDING YEAR

Annual Leave	Sick Leave
6	6

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Accrued This Month: Annual Leave	Accrued This Month: Sick Leave	Available This Month: Annual Leave	Available This Month: Sick Leave	Used This Month: Annual Leave	Used This Month: Sick Leave	Balance at Close of Month: Annual Leave	Balance at Close of Month: Sick Leave	Employee Initials
Jan.																																1	1					7	7	
Feb.																																1	1					8	8	
Mar.																																1	1					9	9	
Apr.																																1	1					10	10	
May																																1	1					11	11	
June																											X	X	X	X		1	1	12		4		8	12	
July					X	X	X			X	X	X	X	X																		1	1	8	12	8		0	13	
Aug.																																								
Sept.																																								
Oct.																																								
Nov.																																								
Dec.																																								

Terminated 7/15/78

- ☐ (single diagonal) = 0.5 day annual leave
- ☒ = 1.0 day annual leave
- S/ = 0.5 day sick leave
- S or S/S = 1.0 day sick leave
- A/ = 0.5 day administrative leave
- A or A/A = 1.0 day administrative leave
- U/ = 0.5 day unauthorized absence
- U or U/U = 1.0 day unauthorized absence
- (shaded diagonal) = 0.5 day leave without pay
- (shaded) = 1.0 day leave without pay

CERTIFIED CORRECT:

Employee's Signature (If employee refuses to sign, state reason below.) | Date | Chief's Signature | Date

Approved: Clerk of the House | Date

This record will be forwarded to the Clerk of the House at the end of each calendar year, or in case of termination, along with the request for termination. Upon approval, the record will be filed in the employee's official personnel folder.

EXHIBIT I

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen).

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Clarence J. Day	7/16/78
Employee Social Security Number	**Type of Action**
229-26-8374	☐ Appointment ☐ Salary Adjustment ☐ Title Change ☒ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and ending close of business__________________ Specify Date)
Employing Office or Committee/Subcommittee	
Assassinations	

(If type of action is an Appointment, Salary Adjustment, or Title Change, complete appropriate information below.)

Position Title	Gross Annual Salary*

* If employee is a civil service annuitant (includes U.S. House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special (Investigative staff of Standing Committee) or Select Committee: Authority—H. Res. 956 of 95th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number__________ If applicable, Level______ Step______

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date July 7, 19 78

____
(Signature of Authorizing Official)

____
(If appropriate, signature of Subcommittee Chairman or Ranking Minority Member)

LOUIS STOKES, CHAIRMAN
(Type or print name of Authorizing Official)

____
(Type or print name and title of above official)

____
(Title – If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:______________________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code__________

Monthly Annuity $__________.00 as of ____________________

ID ____________________

Benefits ____________________

Payroll ____________________

(Revised: August 1, 1977)

Copy for Initiating Office or Committee

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Clarence J. Day	6/27/77
Employee Social Security Number	**Type of Action**
229 26 8374	[X] Appointment [ ] Salary Adjustment [ ] Termination (At close of business on effective date)
Employing Office or Committee	
Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary
Staff Investigator	$24,000

(If Committee Employee, complete appropriate item below.)

1. [ ] Standing Committee: Staff—[ ] Clerical or [ ] Professional.
2. [X] Special or Select Committee: Authority—H. Res. 465 of 95th Congress.
3. [ ] Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number ________ If applicable, Level ________ Step ________

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date June 28, 19 77

[signature]
(Signature of Authorizing Official)

Louis Stokes
(Type or print name of Authorizing Official)

Chairman
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED: ____________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code ________

Monthly Annuity $________.00

Copy for Initiating Office or Committee

DAY

M E M O R A N D U M

TO: ALL STAFF

RE: Payroll Certification

The Regulations and Accounting Procedures for Allowances and Expenses of Committees, Members and Employees of the U.S. House of Representatives require that, among other things, the Committee's monthly payroll certification include the relationship, if any, of each employee to any current Member of Congress. This certification is signed monthly by our Chairman.

The following are the relationships to be included in the certification:

father
mother
son
daughter
brother
sister
uncle
aunt
first cousin

nephew
niece
husband
wife
father-in-law
mother-in-law
son-in-law
daughter-in-law

brother-in-law
sister-in-law
stepfather
stepmother
stepbrother
stepsister
half-brother
half-sister

Please complete the appropriate portion below, sign and date this form, which will then become a part of your permanent personnel file. If this status changes, you must notify the Committee's Budget Office immediately of the change.

[✓] I am not related to any current (95th Congress) Member of Congress.

[ ] I am related to a current (95th Congress) Member of Congress. (Please specify.) ______________________

____

[signature]
Signature of Employee

6-29-77
Date

Select Committee on Assassinations
U.S. House of Representatives
WASHINGTON, D.C. 20515

Tom

I checked with Tanenbaum on Clarence Day and recommend $24.000 salary

Tom H.

DAY
6/27/77

MEMORANDUM

TO: Louis Stokes, Chairman

FROM: Tom Lambeth, Acting Director TL

DATE: June 14, 1977

ok
JW

I recommend approval of Bob Tanenbaum's request that Clarence Day be hired for his task force. The hiring of Day will bring the number of investigators on the JFK task force to four (4).

effective 6/27/77 OK

(202) 225-4624

Select Committee on Assassinations
U.S. House of Representatives
3331 HOUSE OFFICE BUILDING, ANNEX 2
WASHINGTON, D.C. 20515

MEMORANDUM

TO: TOM LAMBETH
FROM: KENNETH D. KLEIN
DATE: JUNE 14, 1977
RE: CLARENCE DAY - INVESTIGATOR

It is my recommendation that Clarence Day be hired as an investigator for the JFK Task Force. His resume is very impressive and his long career as a law enforcement officer certainly qualifies him to be an investigator for this Committee.

Equally important were his reactions to the questions I posed to him. He came across as an intelligent man who is well versed in the law as it applies to the rights of individuals, and he impressed me as a man who would be a valuable member of our task force. — Fenton + Hovenity concur — RT

APPROVED: [signature]
Robert K. Tanenbaum